

18 January 1982

MEMORANDUM FOR: Chief, Headquarters Security Branch

STAT FROM: [REDACTED]

Chief, Industrial Security Branch

SUBJECT: Support for the Industrial Security Conference

1. On 21 and 22 January 1982, the Industrial Security Branch will be holding an Industrial Security Conference at the Headquarters Building (Room GA-13). It is requested that arrangements be made so that the attached list of contractors could park in the VIP Parking Lot in front of the Headquarters Building. The contractors will arrive at 0800 hours both days, but on 21 January they will not depart until 2000 hours. On Friday, 22 January, the contractors will depart at 1600 hours.

STAT 2. There will also be a need for a number of ISB personnel to make trips back and forth on short notice between [REDACTED] Headquarters. The trips will commence at about 0730 hours both days and will involve a total of 7 vehicles. Not all of them will be in use at any given time, but we would like to have arrangements made so that each vehicle could park in the VIP Parking Lot in front of the Headquarters Building. The following vehicles will be involved:

Type

License

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STAT 3. It is also requested that a sterile telephone line be provided for the contractors to receive messages from their home office. [redacted] will pick-up the messages in the Security Duty Office as required.

4. The contractors will attend a cocktail party in the Executive Dining Room on Thursday, 21 January from 1730 to 1930 hours. It is requested that the Main Entrance remain open until the contractors depart the facility. The contractors should depart at approximately 2000 hours.

5. Thank you for your assistance on the aforementioned matters.

STAT [redacted]

Attachment

ATTENDEES

INDUSTRIAL SECURITY CONFERENCE

21 and 22 January 1982

STAT

